

# DCI Memos & Personnel Notices (1952-54)

1 of 1

SECRET



CIA FEDERAL CREDIT UNION

Washington, D. C.

15 January 1952

SUBJECT: Fifth Annual Meeting of CIA Federal Credit Union

1. The Fifth Annual Meeting of the CIA Federal Credit Union will be held Wednesday, 30 January 1952 at 3:30 p.m. in the Directors Conference Room of the Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1951. An election will be held to fill the vacancies created by the expiration of the terms of the following:

Board of Directors

Edward R. Saunders

25X1A

Credit Committee

25X1A

Supervisory Committee

25X1A

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

EDWARD R. SAUNDERS  
President

25X1A

DISTRIBUTION: All CIA Employees

RESTRICTED

CIA FEDERAL CREDIT UNION

Washington, D. C.

24 April 1952

SUBJECT: Closing Credit Union Office on 30 April 1952.

1. For the purpose of making an audit, the two Credit Union Offices (Room 200 Central Building and Room 2201 I Building) will be closed on 30 April 1952.
2. Deposits planned for the last day of April should be presented on 29 April. Credit Union Offices will be prepared to accept them, as well as transact any other business, between 1000 hours and 1300 hours.
3. All members of the Credit Union who have not picked up their new passbooks should do so prior to the date of the audit.
4. The Credit Union Office presently in Room 2201 I Building will be located in Room 1040 I Building, effective 1 May 1952.

25X1A

EDWARD R. SAUNDERS  
President

DISTRIBUTION NO. 5

RESTRICTED  
Security Information

5 June 1952

TO : Assistant Directors and Office Chiefs  
FROM : Comptroller  
SUBJECT: Inventory Report of Matter Bearing the Penalty Indicia

25X1A

1. In order to comply with the provisions of Section 301, Title III, Public Law 785, 80th Congress, and in accordance with CIA Regulation No. [REDACTED] (1) thru (4), it is requested that an inventory be taken as of 30 June 1952 indicating the total quantities of each type of penalty indicia material on hand as listed below:

- (1) Envelopes (all sizes)
- (2) Labels
- (3) Wrappers
- (4) Cards
- (5) Tags
- (6) Other articles

2. Supply cabinets and desks of employees under your jurisdiction should be thoroughly checked in order to obtain an accurate count of the above items. The inventory should be forwarded to the Comptroller on or before 5 July 1952.

25X1A

[REDACTED]  
E. R. SAUNDERS

Distribution 2

SUMMARY

OFFICE OF <sup>2</sup>TRAINING (GENERAL)  
COURSES AND PROGRAMS

23 July 1952

SECRET  
Security Information

23 July 1952

Memorandum to: All Assistant Directors  
From: Director of Training  
Subject: TR(G) Training Courses and Programs

1. Following the informal talk given recently to the DD/I and his Staff on the organization, courses and programs of the Office of Training (General), I was asked to provide a summary of the present and proposed courses of TR(G).

2. The summary attached is for your current information. It will be superseded by a TR(G) Training Bulletin, now in preparation, which will be more detailed.

25X1A 3. For further information on the training courses and programs of TR(G), please contact Chief, Plans and Policy Staff, TR(G), [REDACTED] phone 3531.

4. Copies of the summary of courses are furnished herewith for distribution within your organization.

25X1A [REDACTED]

Matthew Baird

Director of Training

SECRET

Security Information

25X1A

DD/TRG

PLANS AND POLICY STAFF

25X1A

Intelligence  
Training  
Division

Management  
Training  
Division

Junior Officer  
Training  
Division

Programs  
Division

Language  
Services  
Division

Orientation  
and  
Briefing  
Division

25X1A

SECRET

- 1 -

S E C R E T  
Security Information

INDOCTRINATION

Purpose of Course: To give all incoming personnel an appreciation of the mission, functions and organization of CIA and its relationship to other governmental agencies in the national security structure.

Description of Course: Lectures on the mission, functions and organization of CIA and its relationship to other governmental agencies in the national security structure.

Length of Course: 3 hours

Offered: Weekly

Date of First Course: November 1951

Number Attending Thru May 1952: [REDACTED] (per month)

25X9

Status: This course will be continued as part of the EOD procedure for incoming personnel in order to acquaint them with CIA.

ORIENTATION

Purpose of Course: To broaden the scope and comprehensiveness of the information of Agency personnel with respect to the intelligence process and the governmental intelligence community.

Description of Course: Lectures by the Director of CIA, his Deputies, selected Assistant Directors, various Agency experts and one or more prominent governmental officials at or near the cabinet level.

Length of Course: Four  $\frac{1}{2}$  days

Offered: Quarterly

Date of First Course: February 1951

Number Attending Thru May 1952: [REDACTED] (per quarter)

25X9

Status: Seventh Orientation Course to be presented in July of 1952.

S E C R E T  
-2-



S E C R E T  
Security Information

## UNCLASSIFIED TRAINING GROUP A (UTG/A) GENERAL

Purpose of Course: To provide meaningful training for new professional personnel EOD'd on a provisionally cleared basis.

Description of Course: Unclassified lectures in Intelligence, International Relations and General Administration. The Reading Improvement Course is required. Each trainee prepares an area study report.

Length of Course: 6 weeks

Offered: Every 3 weeks

Date of First Course: May 1951

Number Trainees Thru May 1952: 235 (About 20 per month)

Status: With personnel policy in effect that personnel will be EOD'd on a provisionally cleared basis only if their services would otherwise be lost to the Agency, the enrollment in UTG/A General is expected to drop off. Training will be conducted on an individual basis, with release contingent upon the completion of security action.

## UNCLASSIFIED TRAINING GROUP A (UTG/A) RUSSIAN

Purpose of Course: To provide Russian language training for new professional personnel EOD'd on a provisionally cleared basis when such training is requested by the respective Offices to which such personnel are slotted.

Description of Course: Russian language training with emphasis on reading competence.

Length of Course: 8 weeks

Offered: Every 4 weeks

Date of First Course: May 1951

Number Trainees Thru May 1952: 185 (About 10 per month)

Status: With personnel policy in effect that personnel will be EOD'd on a provisionally cleared basis only if their services would otherwise be lost to the Agency, the enrollment in UTG/A Russian is expected to drop off. But some of the Offices of the Agency, particularly ORR and OSI, are detailing on-duty personnel to attend the course since it has been shown to be valuable to them because of the performance of former trainees now in their Offices.

S E C R E T

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BASIC INTELLIGENCE COURSE, CIA INTELLIGENCE SCHOOL

Purpose of Course: To provide basic training for outstanding new professional personnel recruited by OTR, and therefore, to acquaint them with the field of intelligence and to relate their fields of competence to the field of intelligence so that they may begin to apply their knowledge and skills as professional intelligence officers. This original purpose has been expanded to include new incoming junior professional personnel of the non-covert Offices of the Agency.

Description of Course: Lectures on the conflict for world power which is the background for an understanding of the field of intelligence; lectures on the role of intelligence in support of the national security; lectures on the governmental intelligence community itself, its members and their respective missions and functions; lectures on the intelligence process, its nature and the problems peculiar to it. A selected bibliography in the fields of intelligence and international relations is required reading. The Reading Improvement Course is required.

Length of Course: The first three courses were 14 weeks long. The fourth course, beginning 16 July, to which new junior professional personnel will be detailed, will be 6 weeks long.

Offered: The long course was offered 3 times yearly. The present course will be offered bi-monthly.

Date of First Course: July 1951

Number Trainees Thru May 1952: 65

Status: Thirty-four trainees are in process for the Basic Intelligence Course beginning 16 July. It is expected that the enrollment will increase considerably (50 or more per month). The language requirement (of the first 3 courses) has been dropped. Therefore, the substantive material presented in the present course will be as great as before. Language training, where needed, will be undertaken at a later date, and at the specific request of the sponsoring Office.

READING IMPROVEMENT COURSE

Purpose of Course: To increase the reading speed and reading comprehension of selected Agency personnel.

Description of Course: Accelerated reading practice using a Reading Accelerator and digit retention exercises using a Tachistoscope. Reading training films are shown.

Length of Course: One hour a day for 6 weeks

Offered: Every 8 weeks for on-duty personnel. Other courses given to personnel in UTC/A General and in the Basic Intelligence Course.

Date of First Course: May 1951

Number Trainees Thru May 1952: 474 Total (About 40 per month) --

174 on-duty personnel; 65 professional trainees; 235 UTC/A General personnel  
Status: Plans underway for expansion of the Reading Lab. in order to take care of incoming junior professional personnel detailed to the Basic Intelligence Course.

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## Security Information

## LANGUAGE TRAINING CENTER

Purpose: To provide language training for Agency personnel who should not be sent outside the Agency for security reasons, or who require refresher or maintenance self-study.

Description of Training: The following beginning courses are offered:

German - 3 sections  
 French  
 Italian  
 Russian  
 Spanish

Advanced training in language is provided in the laboratory by drill work and self-study, using tape recorders. Self-study courses are being carried on in Russian, German, French, Spanish, Italian, Slovak, Dutch, Danish, Japanese, Korean, and Chinese. Language Laboratory open 0700 to 2000 weekdays.

Number Trainees Thru May 1952: 84 (About 15 per month)  
 About 300 student hours per week are spent in the Language Laboratory.

Status: The Language Training Center began operation in March 1952. It is expected that the number of personnel using the center and the number of courses offered will increase as instructors and training materials are available.

## EXTERNAL LANGUAGE TRAINING

Purpose: To provide language training, basic and advanced, for selected Agency personnel, who may be sent out of the Agency. Since the establishment of the Language Training Center in the Agency, personnel will be given language training at external facilities when the courses are not available in the Agency or when a more convenient scheduling of courses is available outside.

Description: At Georgetown and FSI training is provided in some 18 languages including Persian, Arabic, and Swedish. Agency personnel may be sent, when advisable, to Yale, California, Army Language School, etc.

External Language Training Approvals Thru May 1952: 224 total\* (About 20 per mo.)  
 123 Georgetown; 49 FSI; 52 Others

\* These approximate figures do not include Russian language training given at Georgetown to UTG/A (Russian) personnel and Professional Trainees in the first three Basic Intelligence Courses, CIA Intelligence School.

S E C R E T

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S E C R E T  
Security Information

## INTRA-AGENCY SUMMER AREA PROGRAM

Purpose of Program: To improve and bring up to date area knowledge already acquired by Agency personnel, to introduce Agency personnel to an area with which they are not familiar, and to strengthen contacts between the Agency and scholars engaged in research on problems of interest to the Agency.

Description of Program: A number of university professors are being brought into the Agency in order to conduct area training in the following three fields: South East Asia, the Soviet Union and Eastern Europe. Each professor is competent in one or more of the fields of economics, political science, anthropology, geography, history, and sociology, in one of the four areas. Each professor is being brought into the Agency as a cleared consultant and an area specialist, and will be available to the division chiefs as a consultant on any problem which may appropriately be referred to him.

Length of Program: Two-hour seminars daily for eight weeks, beginning 7 July 1952.

Number Trainees to Attend 1952: Approximately 93 trainees from seven Offices.

Status: It is expected that the Offices will find this program so valuable that it will be continued on a yearly basis.

## SUMMER SEMINAR ON THE NEAR EAST

Purpose of Course: To provide an opportunity for selected Agency personnel to study in their setting the political, historical, economic, social and cultural institutions of the Near East.

25X1A

Length of Course: 13 weeks

Offered: Yearly

Number Trainees 1951: 14

Agency Quota: 16 for 1952 -- [REDACTED] 25X1A

Number Trainees to Attend 1952: 16

Status: It is expected that the Agency will participate in this program on a continuing basis.

S E C R E T

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**Next 1 Page(s) In Document Exempt**

S E C R E T

Security Information

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## DEPARTMENT OF DEFENSE SCHOOLS

Purpose of Training: To provide training for selected Agency personnel at various Defense Schools so that they will have a better understanding of the intelligence, command and staff functions of the services, and thereby promote closer coordination between the Agency and the services.

Description of Training: Attendance at one of the following:

National War College - 3	Naval Intelligence School - 1
Industrial College of the Armed Forces - 1	Strategic Intelligence School - 3
Army War College - 1	Counter Intelligence Corps School-2
Naval War College - 1	Armed Forces Staff College - 1
Air War College - 1	
Associate Intelligence Course, Air Command and Staff School - 1	

Agency Quota: 15 total per class. (Breakdown of quota above. See CIA Regulation 25-4 and 110-25-4)

Number Trainees Thru May 1952: 21 total --

3 National War College	1 Naval War College
15 Strategic Intelligence School	2 Naval Intelligence School

Status: This program is rapidly being implemented. By September of 1952, 13 more Agency personnel will be entered in the service schools as follows:

3 National War College	1 Naval Intelligence School
1 Industrial College of the Armed Forces	3 Strategic Intelligence School
1 Army War College	1 Armed Forces Staff College
1 Naval War College	1 Associate Intelligence Course,
1 Air War College	Air Command and Staff School

S E C R E T  
Security Information

CLERICAL REFRESHER COURSE

Purpose of Course: To provide refresher training in designated subjects for on duty support-clerical personnel at the request of the various Offices.

Description of Course: Classes offered in typing, shorthand, accounting, filing, English usage, stenotyping and Agency Office practices.

Length of Course: 3 weeks

Offered: Every 4 weeks

Date of First Course: July 1951

Number Trainees Thru May 1952: 393 (About 40 per month)

Status: This course has been found valuable to the Offices of the Agency and will be continued and enlarged in response to Office need.

TRAINING IN THE PERSONNEL POOL

In January 1952, O/TR took over responsibility for training in the Personnel Pool for support-clerical personnel EOD'd on a provisionally cleared basis. An unclassified training program in shorthand, typing, office practice, English usage, and geography was established. Much of the training in the Pool was remedial, to bring support clerical personnel up to acceptable standards of proficiency in the various clerical skills.

Now, because of a recruitment policy directive to the effect that only support-clerical personnel meeting prescribed Agency standards of proficiency in typing and shorthand will be recruited; and because of a modification of the basic objective of the Pool -- to maintain a constant reserve of 200 support-clerical personnel in order to compensate speedily for clerical attrition in the Agency; the personnel pool will contain only qualified personnel both provisionally and fully cleared.

All of these personnel will take a training course of at least two weeks duration, at least part of which will be conducted on a classified basis. And satisfactory completion of the training program will be necessary for placement within the Agency. At present the planning and implementation of this training program is under way.

S E C R E T  
-10-

## Security Information

## ADMINISTRATIVE TRAINING PROGRAM

Purpose of Program: To provide additional adequately trained professional-level administrative officer personnel to meet increasing operational requirements of the Agency. Therefore, to provide training for newly recruited personnel for this program and to provide specialized training for administrative officers presently on duty in order to increase their capacity to perform under the accelerated operational program.

Status: O/TR, in conjunction with the Office of Organization and Management and the General Services Division, has devised a means for approaching the administrative training problems. At the present time plans are under way for a series of conferences led by senior Agency level administrative officers (i.e., the Comptroller, the Director of Personnel, the Chief of Administrative Services and the Chief of Procurement). These conferences will be attended by the senior administrative officer for each of the Offices of the Agency, with his budget officer, personnel officer and supply officer. The conferences will explore those administrative problems which have the most serious effect upon the administration of the Agency at the agency level. Such a series of conferences will result in an identification of those problems which require resolution by simple procedural adjustments and those in which training is required. The Office of Training will then be in a position to design and put into effect training programs to meet the requirements for training indicated by these conferences.

## HUMAN RESOURCES PROGRAM

Purpose: To assist personnel with management and supervisory responsibilities to make the best and fullest use of the individuals under their supervision by assisting such personnel to appraise their own work methods, to comprehend the human resources under their supervision, and to apply the simple, well-tried concepts of effective human relations within the framework of a systematically organized program.

Status: It is planned that a Human Resources Program be established; to consist of four 1/2 hour group meetings with small groups of supervisors; a 1/2 hour interview with each supervisor, and a follow-up one hour group meeting with the supervisors approximately every six weeks for an indefinite period. The program will be instituted slowly, office by office, division by division, until the necessary coverage has been achieved. The group meetings will be conducted by the Chief, Management Training Division, O/TR.

S E C R E T

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S-E-C-R-E-T  
Security Information


12 August 1952

MEMORANDUM

TO : All AD's  
FROM : Director of Training  
SUBJECT : TR(G) Courses and Programs

A summary of Office of Training (General) Courses and Programs, dated 23 July 1952, which was distributed throughout the Agency, did not have on the cover sheet the security classification of "Secret." A telephone check was made to distribution centers in the Agency to inform them of this fact. As a follow-up, it is requested that all personnel who received copies of this summary be responsible for stamping the cover sheet "Secret."

25X1A

  
MATTHEW BAIRD

S-E-C-R-E-T


5 November 1952

MEMORANDUM FOR: All Office Heads

SUBJECT: 1953 Community Chest Campaign

The 1953 Community Chest Campaign is three quarters over in this Agency. Returns thus far show that we have reached only 44.6% of last year's total. Since only 10 days remain in this year's drive, it is hoped that every Office head will give his personal attention and support to the conduct of the drive within his Office to insure that the Central Intelligence Agency makes a more creditable showing than in any previous year. Your continued support and prompt response to this appeal will be appreciated since the drive ends on 10 November 1952.

25X1A



L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION NO. 2

POTOMAC RECREATION ASSOCIATION

Golf Questionnaire

If you are interested in participating in activities of the Golf Group, please fill in this questionnaire and address it to Golf Chairman, Potomac Recreation Association, (that's all). For additional information call [REDACTED], 2628.

25X1A

\*\*\*\*\*

1. Name: \_\_\_\_\_

2. Office phone: \_\_\_\_\_

3. I (am - am not) a member of the Potomac Recreation Association.

4. a. I belong to the \_\_\_\_\_ Country Club.

My established Club handicap is \_\_\_\_\_.

b. I do not belong to a country club, but generally play the following courses: \_\_\_\_\_

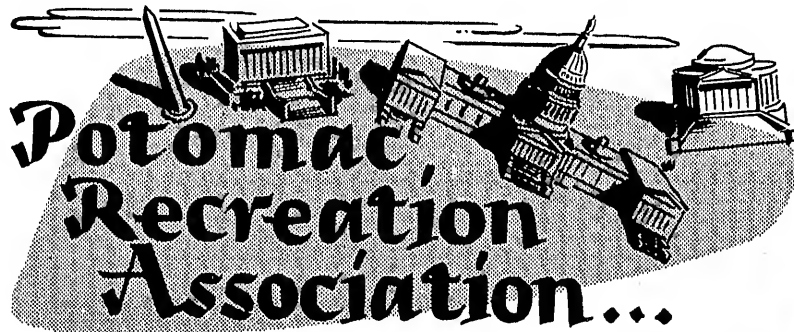
I have no established handicap, but my average score for 18 holes is \_\_\_\_\_.

c. I am interested in joining a beginners' group and would like to be included in any arrangements made for group lessons.

Check if interested. ☐

5. Suggestions for tournaments, team matches, and other events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



25X1A

# NEWSLETTER

VOL. I

NOVEMBER 1952

NO. 1

## Communique

PRA BEGINS PUBLICATION OF OFFICIAL NEWSLETTER \* \* \* \* \*

With this issue, your PRA officially starts a series of monthly newsletters designed to inform you and the other members about the many recreational activities sponsored by the organization. Items of general interest to the PRA will also be included. Messages which you may wish to communicate via the newsletter to other members of the PRA should be sent to [REDACTED] 3645, or to [REDACTED] 611, on or before the twentieth of the month preceding publication.

25X1A

25X1A

## PRA Business

PRA OFFICERS HOPE TO ARRANGE FOR PURCHASING DISCOUNTS \* \*

Your PRA is working on a scheme that will provide members with discount privileges for saving on purchases made at local stores. We are striving to complete the arrangement as soon as possible so that this facility can be used for Christmas shopping. Look for an announcement on details in next month's newsletter.

## Bowling

BLACK SHEEP LEADS 24 BARNYARD TEAMS \* \* \* \* \*

### Barnyard League

The Black Sheep team occupies top position in the Barnyard League as of the middle of last month, with a percentage of .778, having won 14 games and lost 4. High team set first place goes to the Cats (1604); high team game first place, Chickadees (581); [REDACTED] leads individual high averages with 118. Charles [REDACTED] is activity chairman.

25X1A

25X1A

### Ten Pin League

TEAMS RUN RIOT TO GAIN SCORING EDGE \* \* \* \* \*

Competition between teams of the Ten Pin Bowling League (Francis Athletic Association) is growing keener with each game, [REDACTED] reports. Averages to date have been on an even keel, but from now on--with the increasing competitive spirit--something has got to give and averages are bound to go flying helter-skelter. Each team has its eyes focused on the leading position at the top of the totem pole and is striving to get there first.

25X1A

## Bridge

S O S! CALLING ALL BRIDGE FANS \* \* \* \* \*

Places are available for newcomers at the bridge tables--the group is small and calls are welcomed by chairman [REDACTED] 8028.

25X1A

## Golf

ACTIVITIES TO BE PLANNED BY COMMITTEE ON BASIS OF NEED \* \*

Golfers should fill in the questionnaire accompanying this newsletter to indicate their interest in Golf Group activities. The committee will then plan activities according to the suggestions sent in on the questionnaire. Ask committeeman [REDACTED] 2628, for details.

25X1A

## Table Tennis

TABLE TENNIS ENTHUSIASTS FACE MAJOR PROBLEM \* \* \* \* \*  
Where, oh, where do we find space and tables for the more than 180 enthusiastic table tennis players who have joined this group? We are in the formulative stages of organizing this new activity and we have no established facilities. Your help is needed. Unashamedly, we solicit ideas and leads as to accommodations and space for tables for this overwhelmingly large number of players. Any suggestions that you may have for solving this problem will be gratefully received by chairman [REDACTED] 2628. You will be notified of important developments as quickly as possible.

25X1A

## News Briefs

THERE'S GOOD NEWS FOR PRA INDOOR-POOL SWIMMERS \* \* \* \* \*  
Swimming Sixty books of tickets to the Ambassador Swimming Pool have been let to us on consignment for sale to PRA members at \$4.00 a book. Each ticket is subject to a 12-cent tax; but even so, there is a saving of \$4.40 a book over the regular price of admission. The pool is open from 11:00 am to 10:00 pm, and you may swim as long as you like. The best times to go are Monday, Wednesday, and Friday nights and Saturdays; however the pool will be closed from 1 December to 26 December, inclusive. The books may be used by two persons; and a ticket and the federal tax entitles a swimmer to the use of the pool, locker, towel, shower, sun lamp, hair dryer, and checking service. Call [REDACTED] 3505, chairman of the Swimming Group, for your book of tickets.

25X1A

25X1A

## Basketball League

LATE NEWS FOR SPORT ADDICTS \* \* \* \* \*  
[REDACTED] is starting a basketball league. Now is the time to find a spot for yourself on the first string team. You can contact Bill on 2236 for information.

## Help Wanted

PRA NEEDS HUMOROUS CONTRIBUTIONS FOR NEWSLETTER \* \* \* \* \*  
Bits of wit and tomfoolery about members of the PRA are needed to help round out the contents of the newsletter. We feel sure that a budding or well-seasoned humorist is in our midst who is willing to contribute monthly anecdotes which revolve around PRA characters. Fear-some results may come from this request, but if you feel that you are a logical candidate, call the newsletter editor, [REDACTED] 3645 or 3646.

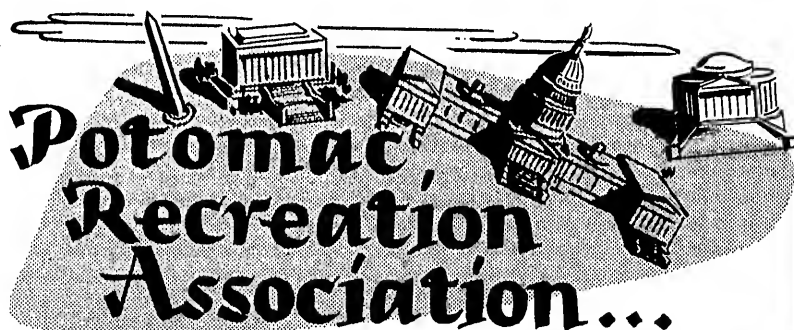
25X1A

## Wit and Humor

IN CIDER TIME \* \* \* \* \*  
A young P-R-A lady from Lied,  
Of eating green apples just died--  
For in the lamented  
The apples fermented  
And made cider within her insied.

November

PRA-Newsletter



25X1A

# NEWSLETTER

Volume I

DECEMBER 1952

Number 2

## Communique

**SPIRIT OF CHRISTMAS IN THE MAKING \*\*\*\*\***  
PRA plans timely project to help needy persons at Christmas time. Food, clothing, toys and useful articles are sorely needed by local families. A list of the needy persons and welfare groups will be furnished to PRA members so that gifts can be provided at Christmas. Here is an opportunity for you who can afford it to participate in a worthy cause. Give a neighbor a lift. Your contribution can be made to [REDACTED] 2144.

25X1A

## PRA Business

**DISCOUNT PURCHASING AVAILABLE FOR HOLIDAY-SEASON BUYING \***  
Discount-purchasing privileges have been obtained for all PRA members through our Discount Purchasing Group, which was formed recently in conjunction with the Federal Recreation Committee. Tickets will be distributed in the same way that the membership cards were, new members will automatically receive their Discount cards at the time they join the association.

Ticket holders--PRA members--will be granted substantial discounts on many items of merchandise by leading stores in and around Washington, D. C. A catalogue listing of the various stores and the discounts that are offered will be provided with each ticket.

Eligible non-members of PRA are urged to join now and reap the benefit of belonging to the Discount Purchasing Group. The PRA membership fee of one dollar will undoubtedly be saved many times over by the discounts.

25X1A

## Bowling

**TENPIN LEAGUE \*\*\* PROMISING BOWLERS FULFILL PROMISES \*\*\***  
Honor goes to [REDACTED] with individual high single of 223 and high average of 171. The Tenpin League (Francis Athletic Association) has five members in the "200" Club, which is for men bowlers scoring 200 or more. Team No. Six is in first place with 18 points out of a possible 36. PRA members, who wish to bowl with the Tenpinners as regular league members next year, should mark their calendars to call [REDACTED] 591, about mid-April when the current bowling season is terminated.

25X1A

## POTOMAC LEAGUE \*\*\* HOW! NOW! BROWN INDIAN ? \*\*\*\*\*

One of the earliest organized groups of PRA, the Potomac League is composed of twenty Indian tribes--teams that is, with Indian names, which are divided into two sections. Heading the tribes in section B, the Hopis and the Hurons are tied (15 games won, 6 lost); the Onondages lead section A (14 won, 7 lost). High average among the braves is [REDACTED] (106); among the squaws F. [REDACTED] (97). High set is held by brave [REDACTED] with 378; he also has high game thus far (151); squaw high set is held by [REDACTED] (348); and squaw high game by [REDACTED] (142). The league operates under the full-handicap system which helps the new and inexperienced bowlers to compete with the experienced ones.

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25X1A

## Dancing

**PRA INSTALLS NOVEL SERVICE FOR DANCE LOVERS \*\*\*\*\***  
Members who are interested in promoting a New Year's or other type of group dance-party, now have a novel PRA dance Service to help them. Experienced negotiators are

25X1A

available to help produce dances and social functions. The negotiators will aid your group to get the place, the orchestra, and the refreshments. Call [REDACTED] 425, for help in arranging your next PRA affiliated dance affair.

**Bridge****ORGANIZATION OF BRIDGE GROUP NEARS COMPLETION \* \* \* \* \***

Names may still be added to the roster of the bridge group. Efforts are being made to classify each player according to his or her bridge-playing ability and experience so that small, equitable sub-groups can be formed which will meet informally at the homes of members. A card-sharp eye is turned toward the future eventuality of group participation in prize tournaments. Persons who desire to play bridge with this active group should call chairman [REDACTED] 8028. 25X1A

**Swimming****SWIMMING GROUP FIND NATATORIUM WATER IS FINE \* \* \* \* \***

Twenty-one aquatic enthusiasts got in the swim program without a single belly-flop. The new natatory group plunged into its full-season activities in mid-November at the Ambassador pool. Swimmers and near-swimmers who want to enjoy this water recreation on Wednesday nights may find places still available with the group. Two PRA members or their friends and relatives may use the same book of tickets. Each ticket (plus Federal tax) entitles a swimmer to the use of the pool, locker, towel, shower, sun lamp, hair dryer, and checking service. Books of tickets are on sale at \$4 (purchaser saves \$4.40). [REDACTED] 3505, is the chairman. The pool is closed from 1 to 26 December. 25X1A

**Membership****RECREATIONAL DEVOTEES CAN PROFIT BY PRA MEMBERSHIP \* \* \***

Benefits are increasing for PRA members--purchasing discounts are ready, swimming ticket savings have been arranged, news of interesting recreation activities are issued monthly, and dance promotion service is available--in addition to your favorite recreation activity group functions. More and more dividends are accruing to that one dollar annual dues as times goes on. Application blanks for joining the PRA are available in the office of [REDACTED] PRA secretary. Eligible persons should call her on 8029 for details on joining. 25X1A



DECEMBER 1952

PRA Newsletter



**CENTRAL INTELLIGENCE AGENCY**

**WASHINGTON 25, D. C.**

**OFFICE OF THE DIRECTOR**

**TO: All Personnel of CIA**

Please accept my sincere appreciation for your  
loyal service during the past year and my very best  
wishes to you and your families for a Merry Christmas  
and a Happy, Successful New Year.

25X1A



**WALTER B. SMITH**  
Director

25X1A

Received 1-27-53.  
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Sent 1/28/53  
Sent [redacted] [redacted]  
Stock name

CIA FEDERAL CREDIT UNION

Washington, D. C.

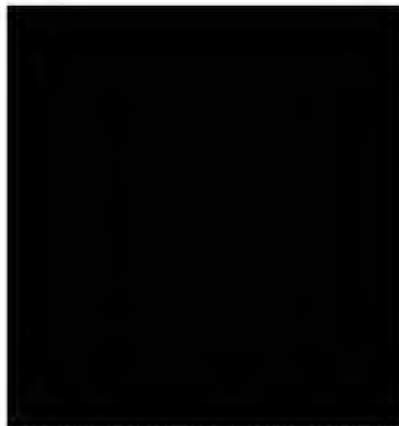
25X1A

21 January 1953

SUBJECT: Sixth Annual Meeting of CIA Federal Credit Union

1. The Sixth Annual Meeting of the CIA Federal Credit Union will be held Friday, 30 January 1953, at 3:30 p.m. in Room 117, Central Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1952. An election will be held to fill the vacancies created by the expiration of the terms of the following:



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3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.



EDWARD R. SAUNDERS  
President

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DISTRIBUTION: All CIA Employees

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

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OFFICE OF THE DIRECTOR

9 February 1953

TO: All Personnel of CIA

As I leave the Directorship of CIA for another Government post I want to express to each of you my appreciation for your support through the effective and enthusiastic performance of your duties. Your devotion to your work and the impressive way in which you have risen to the unusual demands of our Agency has won the admiration of the highest authorities and I am genuinely grateful for what this has meant in the proper discharge of my obligations to the people of the United States.

President Truman, in a letter dated January 16, complimented me on the development of the Central Intelligence Agency into "an efficient and permanent arm of the Government's national security structure," and added, "During this critical period the far reaching improvements and strengthening which you have introduced in the intelligence field have been of immeasurable value to me and the other members of the National Security Council in dealing with the difficult problems facing us. I am firmly convinced that no President ever had such a wealth of vital information made available to him in such a useful manner as I have received through CIA." I know well that such progress as we have been able to make has been possible only through your untiring dedication to the tasks we have all faced together.

President Eisenhower has asked me to advise all of you that he is aware of the services which have been performed by the Agency and desires from all personnel the same high type of support and loyalty to him and the new Director that has been rendered in the past.

WALTER B. SMITH  
Director

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

26 February 1953

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TO ALL PERSONS SERVING WITH ME IN THE CENTRAL INTELLIGENCE AGENCY:

Today I have assumed my duties as Director of Central Intelligence. I have known many of you from the days of our work together in the Office of Strategic Services. During the last two years I have been working closely with many more of you.

I desire to express my confidence in you and my appreciation of the devotion you are showing in your difficult tasks. I am proud of the staff that has been brought together in the Agency, both at home and abroad. We already have a sound basis for building an intelligence organization of which our Government can truly be proud.

Intelligence, above all professions, is a personalized one. It depends on the skill, the discretion, and the devotion of the individual. There is no easy formula or magic table of organization.

Thanks to those who have preceded me in this office, and particularly to my predecessor, General Walter Bedell Smith, we have won a respected position in government both in the Executive and Legislative branches. The reorganization period, except for minor changes, is over. Along the general lines already set, our job now is to concentrate on improving our techniques and building up a career personnel.

Great confidence has been shown in our Agency in that we have some unvouchered funds at our disposal. This facility is vital to our work, but it imposes on us a sacred trust and I propose to hold each and every person in the Agency personally responsible to see that this trust is faithfully and economically executed.

At various times in my career I have spent many years in the work of intelligence and in the related field of cold war operations. I take particular pride in my new assignment and propose to carry on in it for such time as our Government may wish. I shall give you all the support in my power. In turn I know that I can count upon yours.

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ALLEN W. DULLES  
Director

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CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

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23 April 1953 DATE 4/23/53 1200

TO THE MEMBERS OF THE CENTRAL INTELLIGENCE AGENCY:

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At this time of my entry on duty with the Central Intelligence Agency, I'd like to get across this message to my future associates in the Agency.

ENCLOSURE NO.

FROM *Director* TO

Since my intended appointment was announced, I have had a rare opportunity to visit a great many of the offices in the Washington Headquarters and some of the field offices. It has been a most instructive, pleasant and satisfying experience.

In the first place, I have run across many old associates in the Intelligence business, including some that I did not know were in the Agency. The cordiality with which I have been received, not only by these old friends, but by the hundreds of others whom I have met for the first time, has been one of the most satisfying experiences of my career - and I am grateful to all of you.

Secondly, what I have seen and heard leaves me with a profound sense of confidence that the Intelligence affairs of the Nation are in worthy hands. The individual and organized competence which I have so far encountered, has left me with one of the most favorable impressions I have ever received in Government. It is most unfortunate that large numbers of Government officials, and the general public as well, could not be given this same opportunity for survey before forming their own impressions of this vital link in their security. You and I, as professional Intelligence personnel, realize, however, that such is not possible, but that rather we must keep the inner workings and personnel identities of this complex machine well hidden if it is to do its job.

I am proud and happy to become, with Mr. Dulles and all of you, a member of the team which keeps this machine running.

C. P. CABELL

Lieutenant General, USAF  
Deputy Director

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NOTICE  
NO. [REDACTED]

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N [REDACTED]

PERSONNEL  
26 August 1953

EMPLOYEE SERVICES  
LABOR DAY SAFETY PROGRAM

1. The attention of all employees is called to the letter (quoted on the reverse side of this Notice) from the Honorable Martin P. Durkin, Secretary of Labor, in regard to the safety program proposed by the Federal Safety Council to prevent traffic accidents during the Labor Day holiday.

2. The wholehearted participation of all Agency personnel in a Federal program to prevent needless traffic accidents is strongly urged by the Director.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

DISTRIBUTION: AB

August 10, 1953

Honorable Allen W. Dulles  
Director of Central Intelligence  
Central Intelligence Agency  
Washington 25, D. C.

Dear Mr. Dulles:

Four hundred and thirty-two persons died in motor vehicle accidents during the Labor Day holiday last year. Many of those killed were Federal personnel - both civilian and military. Fatalities in motor vehicle accidents have increased over last year, which indicates need for positive preventive action.

Some Federal agencies, by strongly intensifying safety efforts in advance of a holiday, have effectively prevented accidents.

Labor Day is an annual holiday set aside in honor of and in the interests of the working man. It would be tragic if any Federal employee is needlessly killed or injured in a traffic accident because of the failure of management to properly forewarn and prepare him for the holiday traffic. Unless this is done, some Federal employees will be tragically and needlessly absent from their jobs on Tuesday, September 8.

The Federal Safety Council proposes, and I earnestly request every Federal Department and Agency to appeal immediately by the most effective means to every Federal employee, whether civilian or military, to drive safely over Labor Day.

Sincerely yours,

/s/ Martin P. Durkin

Secretary of Labor

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**CENTRAL INTELLIGENCE AGENCY**

**WASHINGTON 25, D. C.**

**OFFICE OF THE DIRECTOR**

**TO: All Personnel of CIA**

At this Christmas Season, I desire to express to you and yours my heartfelt appreciation for your loyal support throughout the year 1953.

I wish you a very Merry Christmas and a Happy and Successful New Year.



25X1A

**ALLEN W. DULLES**  
Director

CIA FEDERAL CREDIT UNION

Washington, D. C.

22 January 1954

SUBJECT: Seventh Annual Meeting of CIA Federal Credit Union

1. Due to the cancellation of the Credit Union Annual Meeting scheduled for 22 January 1954 at 3:00 P.M., the Seventh Annual Meeting of the CIA Federal Credit Union will be held Wednesday, 27 January 1954 at 3:00 P.M. in the Director's Conference Room, Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1953. An election will be held to fill the vacancies created by the expiration of the terms of the following members. In addition, four members will be elected to the Credit Committee as permission has been granted by the Bureau of Federal Credit Unions to increase the Credit Committee from three members to seven members.

Board of Directors

Edward R. Saunders

[REDACTED]

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Credit Committee

[REDACTED]

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Supervisory Committee

[REDACTED]

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3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

[REDACTED]

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EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON 25, D. C.

BULLETIN NO. 54-10

April 26, 1954

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Obligations for May and June 1954

1. Policy on obligation rates. The head of each agency is requested to give specific attention to financial obligations incurred during May and June 1954 to the end that:

- a. Obligations for the fourth quarter of this fiscal year will not exceed obligations for the third quarter, except in those cases where a higher level is required to carry out a seasonal program. Any such higher levels are to be fully and demonstrably justified.
- b. Employment will be held to the minimum necessary to accomplish the job. Employment at the end of June must not exceed the level budgeted for the start of the fiscal year 1955.
- c. Purchases for inventories will be held down so that inventories will be below the number of months supply which was on hand in June 1953. Inventories at the end of the fiscal year should generally be limited to the quantities necessary for an orderly transition to the next year and for emergency standby purposes.
- d. Other purchase orders and contracts will be entered into only for those goods and services which are needed to complete the service of this fiscal year, except where there is a specific advantage to the Government to place advance orders.
- e. Advance payments to contractors, vendors, States, etc., will be held to the amount necessary to fulfill statutory and contractual requirements. A determined effort should be made to reduce the amount of such advances that will be outstanding at the close of the fiscal year.

Exceptions to the foregoing policies should be made only by the head of the agency, and only when the need therefor is specifically justified in the interests of the United States.

2. Instructions to be issued. To assure the accomplishment of these objectives, each agency head should promptly issue written instructions to those subordinate officials to whom authority has been delegated to incur obligations. A copy of these instructions should be forwarded to the Bureau of the Budget by May 5, 1954.

- 2 -

3. Reserves for 1954. The savings which result from this action should be reserved from the administrative allotments of your agency. To the extent that these savings can be identified in time, they should also be established in budget reserves in accordance with the regular apportionment procedures.

4. Apportionments and reserves for 1955. Obligation rates for the fourth quarter of this fiscal year will be examined carefully in connection with apportionments at the beginning of the fiscal year 1955. To the extent that obligations for this fourth quarter are above those for the third quarter the excess will be reserved against the apportionment for the first quarter of the following year, except in cases where adequate explanation justifying the larger amount is furnished the Bureau of the Budget by the agency. Necessary explanations should accompany the regular financial reports for the month of June.

ROWLAND R. HUGHES  
Director



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

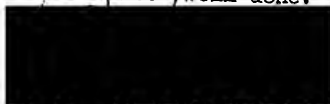
Nov. 27, 1954

TO ALL EMPLOYEES:

I would like to take this opportunity to extend my sincere thanks for the wonderful response given to this year's Community Chest Fund Campaign. Because of your generosity, the Campaign ended in the Agency with a substantial increase over the amount set as the target for this year's drive.

"Oscars" will be awarded to those offices whose average per capita contribution exceeds the average for the entire Government unit. Certificates of merit will be awarded to those units within offices achieving one hundred per cent participation.

I am particularly pleased with what I feel underlies the generosity of our people. The Agency's task cannot be better stated than as sharing in the provision of means by which all people everywhere may enjoy the well-being which we in America possess. I feel the dedication and purpose to your jobs have found expression in this one phase of our life. Well done!



ALLEN W. DULLES  
Director

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

20 September 1954

TO: All Personnel at CIA

As Chairman of the 1955 Community Chest Federation for the Central Intelligence Agency, I wish to express my sincere hope that you will take advantage of this opportunity to give your generous support to the Campaign.

The Federation supports six local Community Chests and more than 100 Red Feather services which provide health, welfare, and recreation programs for the Washington area. The campaign will again include the United Defense Fund and the USO which are responsible for the programs so essential to the morale of our men and women of the Armed Forces.

I am proud of the generous response which you have accorded previous campaigns and am confident that you will be generous in support of the 1955 Community Chest Federation.

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Allen W. Dulles  
Director

2-8-54



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

20 September 1954

TO: All Personnel at CIA

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I am proud of the generous response which you have accorded previous campaigns and am confident that you will be generous in support of the 1955 Community Chest Federation.



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Allen W. Dulles  
Director

MEMORANDUM FOR: All Headquarters Employees

SUBJECT: Prospective Clerical Personnel

1. Your suggestions as to individuals who may be qualified and interested in Agency employment are always welcome. Your response to past specific requests for such suggestions has been gratifying and has enabled us to contact a number of well-qualified people who are now on duty in the Agency.
2. At the present time, the Agency especially needs competent typists and stenographers and has a few general clerical openings. We would appreciate your furnishing, on the form provided below, the names and addresses of friends and acquaintances who might be interested in these positions. Emphasis should be placed on individuals who are not currently employed by other Federal agencies.
3. The individuals whom you suggest will be contacted by letter or by one of our field representatives. Unless you indicate otherwise, we will not use your name as the source in making these contacts. We cannot make any advance commitments as to the assignment of individuals you may nominate, since their assignment will be based on their particular qualifications and the needs of the Agency when they are available for duty.
4. Your continued cooperation in this matter is appreciated. If you have suggestions as to qualified prospects for other types of positions, it is suggested that you call the Personnel Procurement Division, extension 3614.

25X1A

HARRISON G. REYNOLDS  
Assistant Director for Personnel

PROSPECTIVE CLERICAL PERSONNEL	
TO: CHIEF, PERSONNEL PROCUREMENT DIV. 2301 CURIE HALL	FROM: (Name, Office, Division)
NAME (Last, First, Middle) PLEASE PRINT	ADDRESS (Number, Street, City, Zone, State)
EXTENSION	SIGNATURE

FORM NO. 318  
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**CENTRAL INTELLIGENCE AGENCY**

WASHINGTON 25, D. C.

**OFFICE OF THE DIRECTOR**

TO: All Personnel of CIA

Much has been achieved during the year just passed,  
and the future holds every promise of continued progress.  
These accomplishments and the favorable forecast for the  
future are due to your loyal support and hard work.

Merry Christmas and a Happy New Year!



25X1A

ALLEN W. DULLES  
Director